

# SF SYMPHONY

## Individual Giving Coordinator Development

<b>Work Status:</b>	Full Time	<b>Payroll Type:</b>	Non-exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$54,054.00
<b>Schedule:</b>	Mon-Fri, weekends as needed	<b>Regular Hours:</b>	9-5, evenings as needed
<b>Reports To:</b>	Associate Director, New Philanthropy	<b>Supervisory:</b>	No

### **JOB SUMMARY**

The Individual Giving Coordinator (IGC) reports to the Associate Director, New Philanthropy (ADNP) and is a member of the Individual Giving Team. The IGC splits their time between portfolio management of 30-40 Major Gift prospects that collectively contribute \$250,000-\$500,000 annually to the Annual Fund and logistical/administrative support for the Individual Giving Team. Additionally, the IGC works with the ADNP to support SoundBox fundraising initiatives and events that engage new philanthropy and build lasting relationships for the Symphony.

The IGC will serve as the primary point of contact for donors seeking information for their benefits, giving history, acknowledgment letters and other support items as identified. It will be his/her/their responsibility to troubleshoot, solve problems and involve other Gift Officers as required.

The successful candidate is optimistic and must possess a can-do attitude. The IGC will be an individual with a nonprofit fundraising background. The ideal candidate has worked in the performing arts and is committed to success of the symphonic artform and is able to communicate thoughtfully and enthusiastically about the work of the San Francisco Symphony, its opportunities and its challenges.

### *Responsibilities:*

- Manages a Major Gift portfolio of 30-40 households through all stages of identification, qualification, cultivation, solicitation, and stewardship totaling \$250,000-\$500,000 annually. The IGC will work with donors to craft personalized giving strategies, providing individual major gift proposals or planned gift illustrations as appropriate.
- Acts as the primary contact for current donor questions; answer questions and loop in Gift Officers as required.
- Works with the ADNP to establish annual goals for gift revenues, as well as other performance and productivity measures.
- Works with the DIG on specific administrative and logistical projects as requested. Examples may include initial proposal generation, data entry and meeting preparation.

- Works collaboratively and strategically with other Development staff and key volunteers, as appropriate, to coordinate strategic and purposeful cultivation and solicitation activities.
- Supports the ADNP's SoundBox solicitation efforts and collaborates with Stewardship and Events Teams and Artistic and Operations Staff on SoundBox events and other related activities.
- Creates initial drafts of funding proposals, consistent with Symphony protocols, to facilitate effective gift solicitations for ADNP, DIG and other Gift Officers as requested.
- Assists the ADNP with logistics surrounding the Advisory Council, Prelude and other affinity groups.
- Endeavors to be well informed of the Symphony's strategic priorities and gift opportunities in order to best align them with the interests of those donors and prospective donors who have the capacity and inclination to support them.
- Recognizes opportunities and anticipates needs, reviews requests for information and determines appropriateness of release, and keeps ADNP, DIG, & SDD informed of items requiring attention.
- Ensures that his/her prospect portfolio is routinely updated with regard to contact reports, moves management, and documentation of other key milestones in the donor's relationship with the Symphony.
- Promotes the Symphony's fundraising priorities through developing excellent and collaborative relationships with key volunteers and Symphony staff.
- Attends and/or provides staffing of meetings of volunteer committees as requested.

*Skills:*

- Understands of the needs and interests of major donors in order to develop relationships between them and the San Francisco Symphony.
- Able to articulate the case for support so that individuals "buy in" to the vision/mission/goals of the Symphony and with sufficient effectiveness to secure gifts at assigned donor giving levels.
- Maintains a broad knowledge of tax laws that impact charitable giving, personal assets and estates.
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior leadership; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Excellent oral, written and interpersonal skills required.
- Problem-solving, attention to detail, research and analytical skills.
- Solid relationship-building skills, able to interface with external constituents, Staff, Conductors, Musicians, Guest Artists, and Board of Governors.

*Other duties:*

- Attend concerts and events, regularly on nights and weekends.
- Perform additional duties as required by the San Francisco Symphony.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.

## **QUALIFICATIONS**

- One to two years of experience in nonprofit fundraising, preferably in the performing arts.
- A passion for and interest in music is preferred.
- Excellent communication skills, written and verbal.
- Proficient in Microsoft Office and donor database software. Tessitura preferred.
- Strong organizational skills.
- Good interpersonal skills and diplomatic abilities.
- Ability to work successfully in a fast-paced environment while managing multiple assignments and priorities.
- Must be willing to travel around the Bay Area as needed.

## **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [sfsymphony.org/careers](https://sfsymphony.org/careers). Under the About Us tab, go to the Careers and Auditions page and click on “Jobs at the SF Symphony.” Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

## **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

## **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony's recordings have won such awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit [sfsymphony.org](https://www.sfsymphony.org).

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.